# Microsoft Excel for Beginners
## A Step-by-Step Guide to Mastering the Basics
### (Job Aide)

Presented by:

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# Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Welcome to this training class on **Microsoft Excel**.

My name is Tom and I will be your trainer for this course.

In the following pages, I will guide you, step-by-step, through the process of creating and editing your own worksheet.
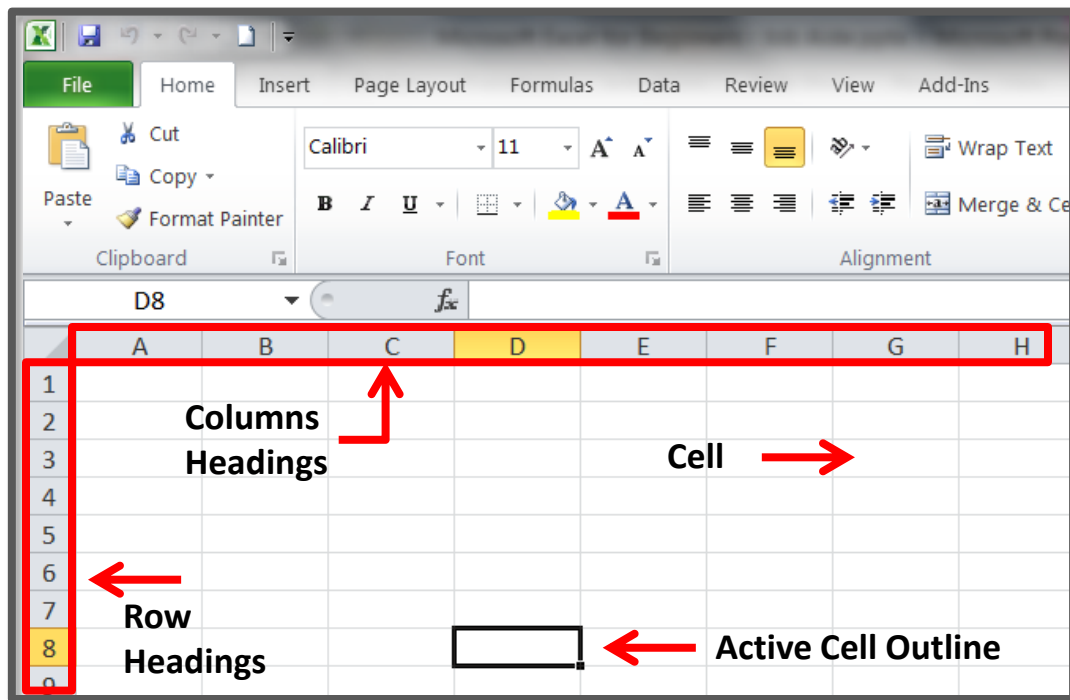
But first, let me provide a brief overview of Excel.

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**Getting Started:  An Overview of Excel**

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The Worksheet:  Key Concepts



The **Worksheet** is where you will enter and manipulate your data in Microsoft Excel.

The diagram above identifies key parts of the worksheet and descriptions of these key parts are located to the right.

## Columns

The worksheet has **columns** across the top which are designated by letters of the alphabet.

## Rows

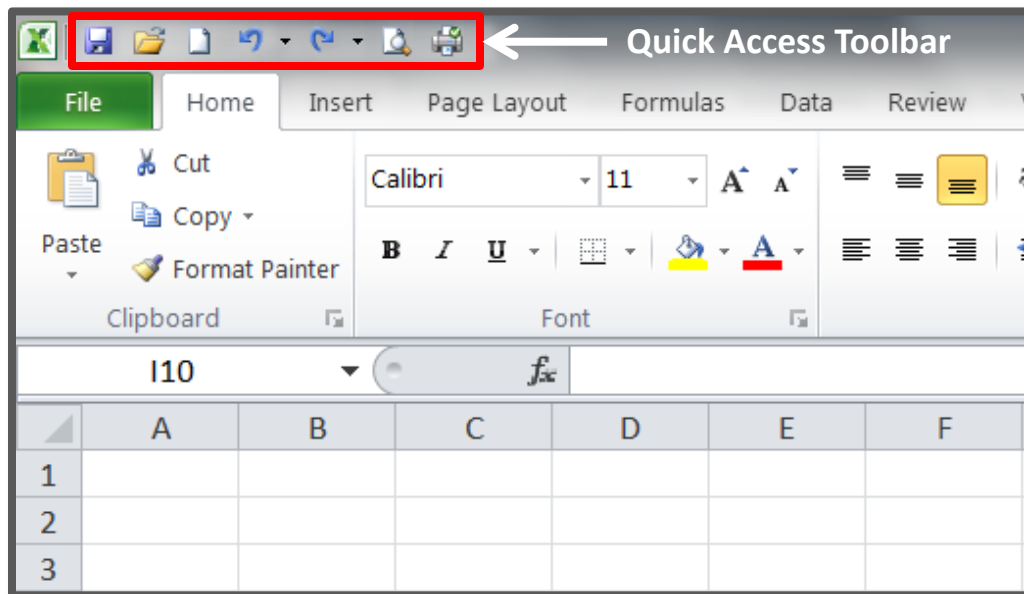The worksheet also has **rows** along the left side which are designated by numbers.

## Cell

The intersection of a column and a row is called **cell**.

## Active Cell Outline

The **Active Cell Outline** lets you know where you are on the worksheet.

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The Quick Access Toolbar:  Commonly Used Functions



The **Quick Access Toolbar** is located in the upper left corner of the screen and it does just what its name implies.  It provides quick access to your favorite or most often used commands.

For example, if you use Excel a lot, you will save your work often, and because of this, it's probably a good idea to add a button to the Quick Access toolbar that will allow you to save your work with a single click of a button.

## Save Button

Use this button to save your work.

## Open Button

Use this button to open a previously saved worksheet.

## New Button

Use this button to create a new worksheet.

## Print Preview Button

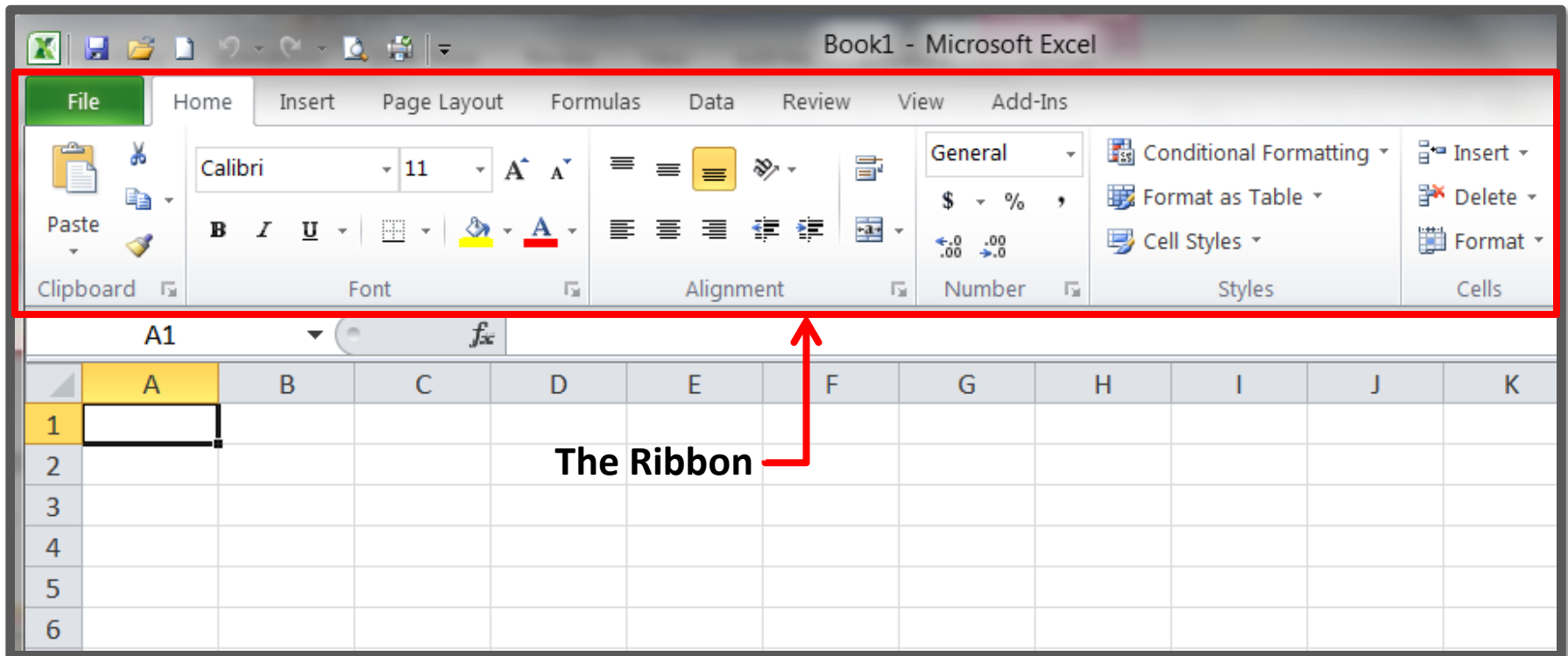Use this button to see how your worksheet will appear on a printed page.

## Print Button

Use this button to print your worksheet with a single click of your mouse button.

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The Ribbon



The Ribbon

The **Ribbon** is like the Quick Access Toolbar except that it contains <u>all</u> the features and functions that you will use while working with Microsoft Excel.

Commands in the **Ribbon** are organized in logical groups, which are collected together under tabs, and each tab relates to a specific type of activity.

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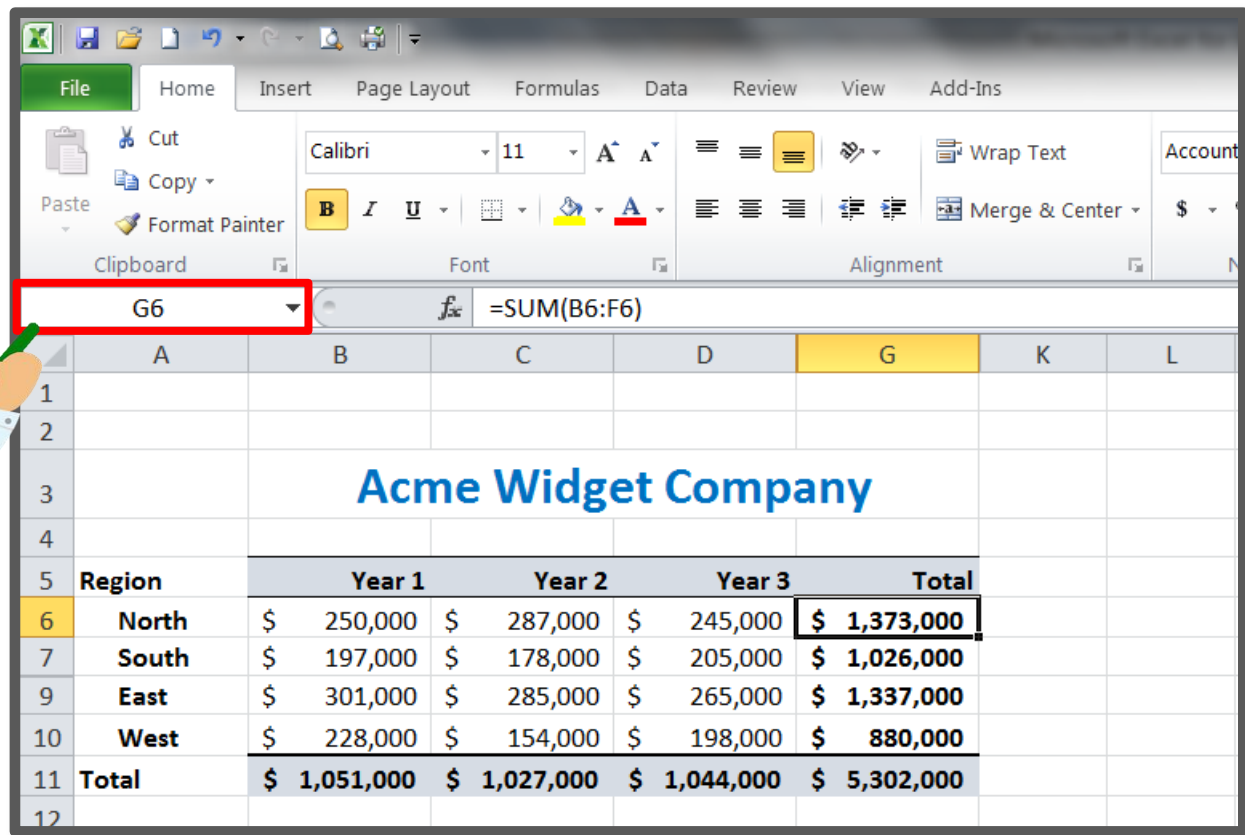
The Formula Bar
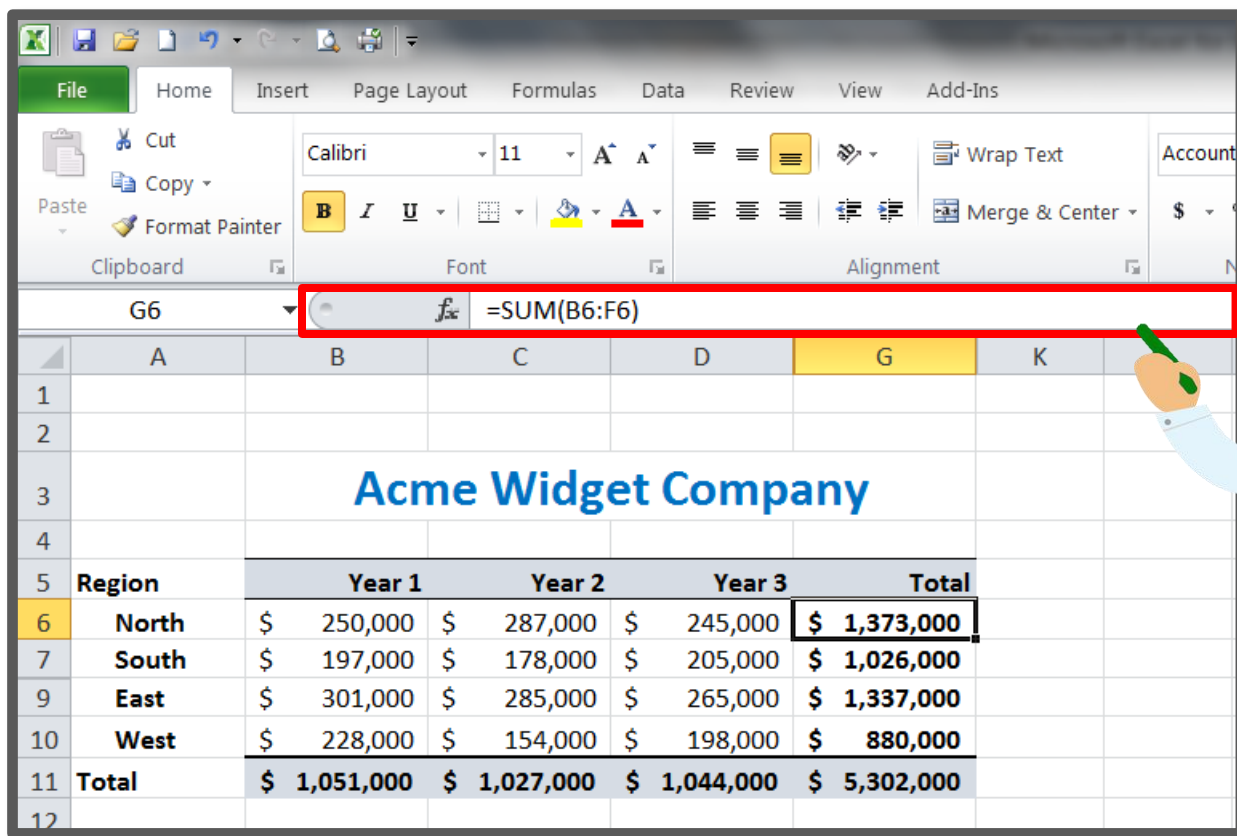


**The Formula Bar** is used to edit data in your worksheet or to add formulas. It can be easily identified by the **Fx** symbol.

When you click on a cell, the data contained within that cell can be seen in the **Formula Bar**.

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The Name Box



**The Name Box** lets you name cells or groups of cells in the worksheet. This is helpful when you create formulas. The **Name Box** is located to the left of the Formula Bar.

The **Name Box** also shows you where your Active Cell Outline is located on the worksheet.
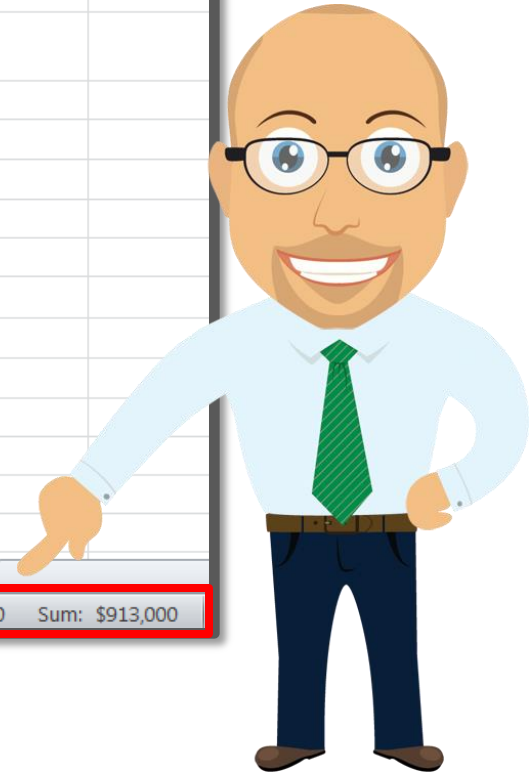
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The Status Bar

| | A | B | C | D | G | K | L | M |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | **Acme Widget Company** | | | | | | |
| 4 | | | | | | | | |
| 5 | **Region** | **Year 1** | **Year 2** | **Year 3** | **Total** | | | |
| 6 | North | $ 250,000 | $ 287,000 | $ 245,000 | $ 1,373,000 | | | |
| 7 | South | $ 197,000 | $ 178,000 | $ 205,000 | $ 1,026,000 | | | |
| 9 | East | $ 301,000 | $ 285,000 | $ 265,000 | $ 1,337,000 | | | |
| 10 | West | $ 228,000 | $ 154,000 | $ 198,000 | $ 880,000 | | | |
| 11 | **Total** | $ 1,051,000 | $ 1,027,000 | $ 1,044,000 | $ 5,302,000 | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |

Sales - Years 1 through 5 / Stuff

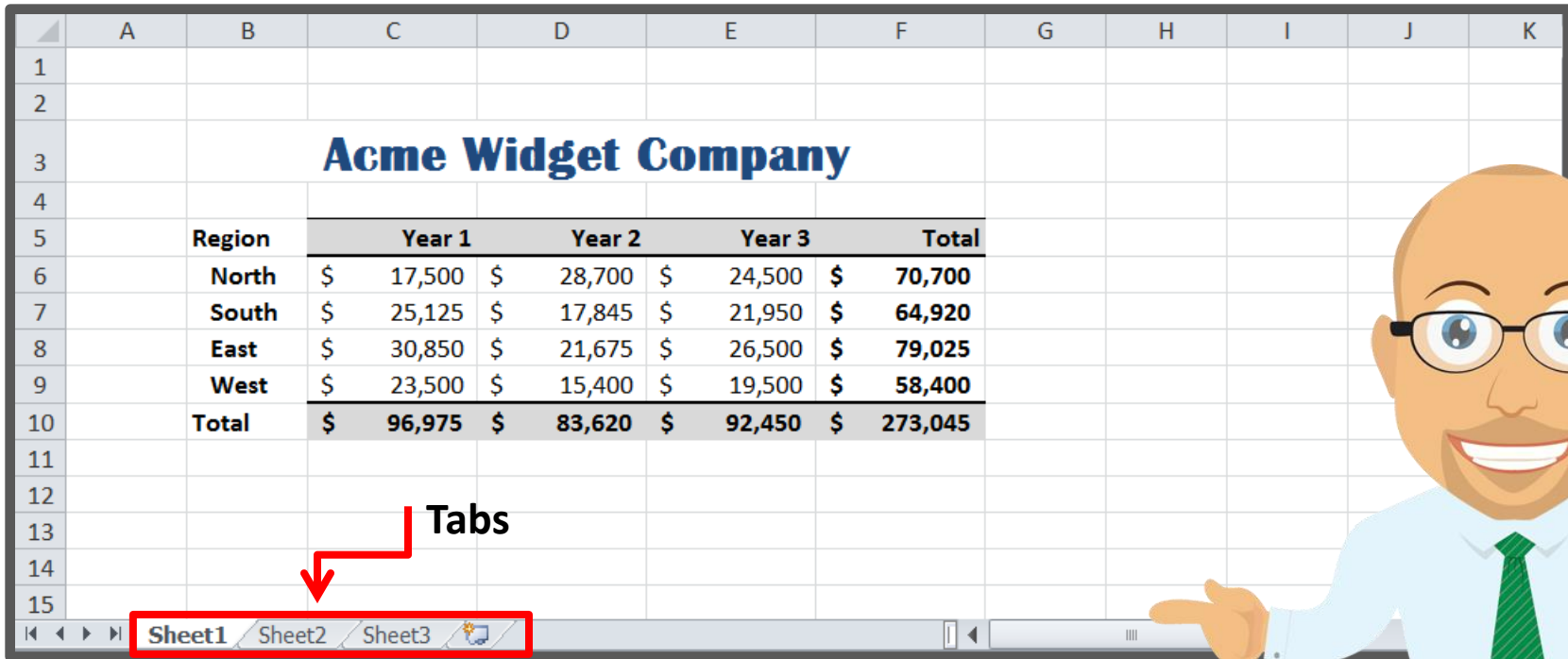Ready   Average: $228,250   Count: 4   Min: $198,000   Max: $265,000   Sum: $913,000

The **Status Bar** provides useful information about selected items in your worksheet.

Excel immediately analyzes the data you selected and shows you results, such as value counts or summaries.

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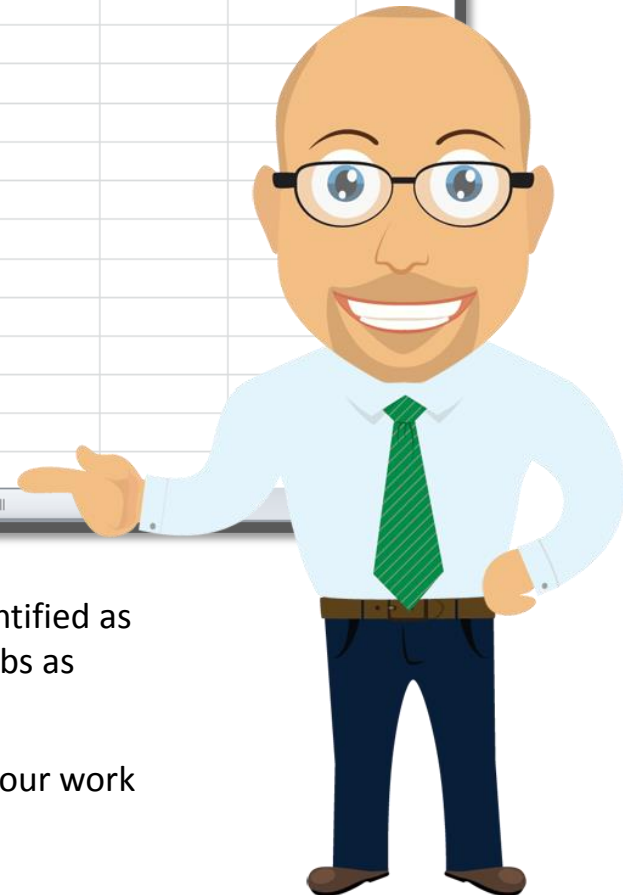TECHNOLOGY, MADE SIMPLE.

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Tabs

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | **Acme Widget Company** | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | Region | Year 1 | Year 2 | Year 3 | Total | | | | | |
| 6 | | North | $ 17,500 | $ 28,700 | $ 24,500 | $ 70,700 | | | | | |
| 7 | | South | $ 25,125 | $ 17,845 | $ 21,950 | $ 64,920 | | | | | |
| 8 | | East | $ 30,850 | $ 21,675 | $ 26,500 | $ 79,025 | | | | | |
| 9 | | West | $ 23,500 | $ 15,400 | $ 19,500 | $ 58,400 | | | | | |
| 10 | | Total | $ 96,975 | $ 83,620 | $ 92,450 | $ 273,045 | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |

**Tabs**

Sheet1  Sheet2  Sheet3

**Tabs** are located at the bottom of your worksheet and they are initially identified as **Sheet 1**, **Sheet 2** and **Sheet 3** but they can renamed as needed. Think of tabs as individual pieces of paper held together in a binder or book.

Tabs are very useful because they give you a lot of flexibility in organizing your work into logical groups or sections of related data.